

TRANSMITTAL SLIP		DATE	
TO:			
ROOM NO.		BUILDING	
REMARKS:			
EXA <u>CD</u> 03 DEC 1987			
ADDA <u>[Signature]</u> 03 DEC 1987			
DDA <u>[Signature]</u> 03 DEC 1987			
DDA/Registry			
FROM:			
ROOM NO.		BUILDING	EXTENSION



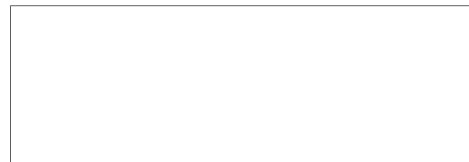
ER 3888-87

2 December 1987

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff
Deputy Director for Administration ✓
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, NIC
General Counsel
Inspector General
Director, Office of Congressional Affairs
Comptroller
Director, Public Affairs Office

FROM: Director, DCI/DDCI Executive Staff

As follow-up to the DCI's remarks at this week's Staff Meeting, all addressees in the future should inform the DDCI's office, by note, of annual leave and travel plans that will take them out of their offices for three days or more.



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100-18

